



Book	Policy Manual
Section	7000 Property
Title	USE OF DISTRICT FACILITIES
Code	po7510
Status	Active
Adopted	October 9, 2017

7510 - USE OF DISTRICT FACILITIES

The Board of Education believes that the school facilities of this District should be made available for lawful non-school purposes, provided that such use does not interfere with use for school purposes, by school related groups, or for school-related functions. No non-school related group or entity may promote an activity to occur on school grounds under this policy in any manner that conveys the impression that the School District supports, endorses, or is a partner with the group or individual's cause.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible, individual, organization or a group of citizens and has been approved by the District Administrator.

Any non-school sponsored group requesting to use District facilities must complete the District's Facility Use Request Form prior to such usage.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The District Administrator should meet with the Vilas County Law Enforcement to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

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Legal	120.13(17), Wis. Stats. 895.523, Wis. Stats.
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AV-W POLICY MANUAL

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Section	7000 Property
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Rules

1. For all space and equipment use, approvals will be based upon order of receipt of application. The following priorities will be followed:
 - a. School-related youth and adult functions
 - b. Non-profit programs for youth and youth-related functions
 - c. Non-profit adult education, community groups, organizations, or individuals
 - d. For-profit community groups, organizations, or individuals.
2. Time of occupancy will terminate by 10 p.m.
3. Facility Use applications shall be submitted prior to anticipated use. Payment of fees will be according to the schedule of rates. All fees incurred by groups, organizations, or individuals shall be paid within 10 days of use to the District Bookkeeper by either cash or check made out to the Arbor Vitae-Woodruff School District. Alternative payment requests shall be made to the Superintendent.
4. The Facility Use application must be presented in writing to the District office on the formal application form. Application must be accompanied by signature of a responsible person over the age of 18.
5. Cancellation should be made at least twenty-four (24) hours in advance of use. If the District, incurs costs due to cancellations, the actual costs involved will be billed to the organization, group, or individual signing the request. In the event of cancellation by the District, notice will be given as far in advance of the actual time the property was to be used as possible. The District reserves the right to make such cancellations in cases of emergency at any time without liability.
6. Special rooms, equipment, or request for installation or movement of furniture or equipment shall be requested at the time of application. Such permission must be stated on the application form.
7. Any activity carried on in school facilities or grounds shall be according to Wisconsin State law and in conformity with Village and Town ordinances as well as with the dignity and moral standards associated with public schools.

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8. The possession and/or use of alcohol, intoxicants, tobacco products, or other controlled substances or weapons in the school facility or on the school grounds is strictly prohibited.
9. Individuals, groups, or organizations receiving permission to use school facilities are responsible for the conduct of both participants and spectators. Adequate provisions shall be made to handle anticipated crowds.
10. Individuals, groups, or organizations shall be responsible for all thefts of school property and/or damage when such is the result of the individual's, group's, or organization's use of the facility. This includes property of school employees and students. The user shall reimburse the District for such thefts or damage. All damages shall be based on the replacement costs.
11. The individual, organization or group, using the facility, assumes responsibility for personal injury.
12. Approval will be issued for specific rooms in the school which are then the responsibility of the individual, organization or group to leave in the same condition as first found.
13. Facility or equipment utilization rights or privileges granted to any individual, organization or group shall not be transferred to any other person, organization, or group.
14. Organized groups shall have their own insurance showing minimum liability of \$1,000,000 naming the District as an additional insured regarding the event and make available their certificate of insurance. **Please attach binder to application.**
15. Use of the facility when custodians and/or other support staff are required is contingent upon the agreement of the employee to work on those days. The Superintendent or his/her designee will make arrangements. Fees charged for personnel will be according to the District pay rate.
16. There is absolutely NO Parking on the grass or in areas designated/posted as no parking. People can use both parking lots (front & back of school). Do not park on the roadway connecting the two lots.
17. The Board may from time to time determine a reasonable fee schedule. The Board authorizes the Superintendent to make adjustments to the fee for unusual circumstances.

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Fee Schedule

Facility Area	School-Related Youth or Adult	Non-Profit Groups, Individuals, or Organizations	For-Profit Groups, Individuals, or Organizations
Gym	No Charge	No Charge	\$50.00 per hour
Showers/Locker Rm.	No Charge	No Charge	\$25.00 per hour
EL Center/Commons	No Charge	No charge	\$50.00 per hour
Kitchen	No Charge	Safe-Server Staff hourly rate	\$50.00 + Safe Server Staff hourly rate
Classroom	No Charge	No Charge	\$20.00 per hour
Outdoor Fields	No Charge	No Charge	\$50.00
Custodian	No Charge	No Charge unless on weekends. Weekends: 1.5 x current hourly rate – Saturday; 2 X current hourly rate - Sunday	Current rate x 1.5 for after school or Weekends: 1.5 x current hourly rate – Saturday; 2 X current hourly rate - Sunday
*Employees of the School District, utilizing the facility on a continual basis to provide students with a school-related service (ie. Music lessons, etc.) and charging students a fee for their service, will be charged \$25 a quarter for use of a room.			

See attached Facility Use Form. These forms are available in the District Office.

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REQUEST FOR USE OF SCHOOL FACILITIES AND EQUIPMENT

Today's Date _____

Organization or Activity: _____

Person(s) Responsible (attach a contact list): _____

Date(s) Facility is Requested (include a schedule): _____

Time Facility is Requested (Begin/End): _____

Are you chartered by the State of Wisconsin as a non-profit organization? _____

Will an admission be charged? _____ If so, how much? _____

Space Requested (There may be a charge – see policy and fee table)

_____ Classroom # _____

_____ Commons

_____ EL Center

_____ Commons w/Kitchen

_____ Gymnasium

_____ Computer Lab

_____ Locker Room/Showers

_____ Other _____

Personnel

_____ Safe Server (required for use of kitchen) _____ Custodian (required for setup)

Equipment

_____ Chairs # _____ Tables # _____ Scoreboard

_____ Sound Equipment Specify _____

_____ Other _____

Total charges \$ _____

I have received and read the Arbor Vitae-Woodruff Board of Education Policy No. 7510 and accompanying rules regarding the use of school facilities and equipment and will accept responsibility for the requirements stated herein.

Name: _____ Phone: _____

Address: _____

I received a key for the building and will return it on _____

Approval _____ Disapproval _____ Reason for Disapproval _____

Administrator's Signature: _____